



FROM	NAME & TITLE	ERIC W. TISO, SITE PLAN REVIEW COMMITTEE CHAIR
	AGENCY NAME & ADDRESS	LAND USE AND URBAN DESIGN DIVISION DEPARTMENT OF PLANNING 417 EAST FAYETTE STREET, 8 TH FLOOR
	SUBJECT	SITE PLAN REVIEW COMMITTEE MINUTES FOR DECEMBER 15, 2010

CITY of
BALTIMORE
MEMO



TO Chief John Carr, Fire Department
Mr. Stanford Leach, Parking Authority
Mr. Kirkland Gabriel, DOT TEC
Mr. Theo Ngongang, DOT Planning
Mr. John Thumbi, DOT Traffic
Mr. Bill Beatty, Department of General Services
Dr. Nollie P. Wood Jr., Mayor's Office
Ms. Miriam Agrama, DHCD Plans Examining
Mr. Geoff Veale, Zoning Administrator
Mr. David Tanner, BMZA

DATE:

December 17, 2010

In attendance were:

- Eric Tiso, Gary Letteron, and Amy Gilder-Busatti for the Department of Planning;
- Chief John Carr for the Fire Department;
- Ghanshyamkumar Patel for HCD Plans Examining;
- Derek Proctor, John Thumbi and Scott Adams for the Department of Transportation;
- Dr. Nollie Wood, Jr. for the Mayor's Commission on Disabilities; and
- James Carroll for the Department of Public Works.

Agenda

1. 4701 North Charles Street – College of Notre Dame, Lower Parking Expansion
2. 3551 Benson Avenue – Warehouse and Parking Lot

4701 North Charles Street – College of Notre Dame, Lower Parking Expansion

Zoning: R-1

Plans Date: 9 Dec 2010

Block/Lot: 5027/003

Urban Renewal: None

Environmental: Forest Conservation

Historic: None

Total Site Area: ±54.97 Acres (LOD: ±0.734 Acres)

Gross Square Footage: N/A

In addition to Committee Members and Planning staff, in attendance was:

- Tim Prigg, TP&A; and
- Kevin Walker, Pheonix Engineering

Project Summary:

This proposed parking lot expansion is needed to serve the College faculty and student parking needs for a short term. The campus' 20-year plan does show other parking lots to be developed, but they are not ready to be implemented at this time. This lot is anticipated to be longer than just "temporary" but will eventually be removed in order to build out the tennis courts as shown on the campus 20-year plan.

Comments & Issues:

- Environmental/Landscaping:
 - The planting plan shows that ten trees will be planted around the parking lot, including six Red Maples, and four Planetrees. Work with Gary Letteron on an alternate selection for the Red Maples, as they are used extensively throughout the City. We would prefer more diversity in tree stock; perhaps Willow Oaks could be used.
 - The asphalt is proposed to be flush with the grass to allow for runoff to be absorbed by the adjacent grass as much as possible.
 - The design is still being worked for stormwater management, and so some of the open area in the center of the parking lot design may be used for partial water quality treatment. The entire campus has an established stormwater management plan, but Notre Dame would like to be as ecologically sensible as possible.
 - The parking lots will be lit with a standard light pole design to match the existing campus style.
- Parking/Traffic:
 - Due to the flush asphalt design of the lot, wheel stops are necessary.
- Accessibility:
 - Four handicapped accessible parking spaces are being added to the existing lot nearby, and will displace standard parking spaces. This placement puts the handicapped spaces closest to the pathways linking the nearby buildings.

Next Steps:

- Once the landscaping plan has been revised, please submit two complete paper sets of revised plans and one set in .pdf format for final approval and stamp. (Note: Should later stormwater management changes be made, please submit revised copies for our file and concurrence).

NOTE:

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

3551 Benson Avenue – Warehouse and Parking Lot

Zoning: M-1-1

Plans Date: 10 Dec 2010

Block/Lot: 7696/004

Urban Renewal: None

Environmental: Forest Conservation

Historic: None

Total Site Area: ±286,322 sqft (±6.57 Acres)

Gross Square Footage: N/A

In addition to Committee Members and Planning staff, in attendance was:

- Frank Falter, Sr.;
- Frank Falter, Jr.;
- Bob Rosenfelt, CMR;
- Carla Ryon, CMR; and
- Dawn Clamp, CMR.

Project Summary:

This site is currently unimproved, and adjacent to two properties under common ownership of the applicants. They would like to pave a significant portion of the site and use it as interim parking and storage for trucks and trailers, a portion of which belong to the applicants' distribution business. The parking/storage area may also be used to store trucks or trailers of others. An example provided was for storing trailers for shows or exhibits at the Convention Center, which would be transitory in nature, and would leave after the conclusion of the show or exhibit. Eventually, another warehouse or distribution facility may be built on a portion of this property.

Comments & Issues:

- Environmental/Landscaping:
 - The site is significant in size, and the proposed parking is extensive. At a minimum, stormwater management and Forest Conservation program requirements will apply. A Forest Stand Delineation (FSD) will be required, please forward it to Gary Letteron in the Office of Sustainability (410-396-4369). Please show existing tree line and/or individual trees on the existing conditions plan.
 - The committee was concerned that there may be/may have been a stream on the site, perhaps intermittent. Applicants stated that there are no streams on the site, though there are steep slopes, and a drainage outfall (please show on the revised set).
 - Applicants revised the amount of trees for the aforestation requirement listed in the initial narrative, to 76 down from 101. Fifty trees will be planted on site, with the remaining 26 to be planted off-site.
 - If site lighting is to be installed, ensure that light is kept within the property boundaries, and that it is not cast onto surrounding properties or streets.

- Parking/Traffic:
 - The existing warehouse/distribution use currently uses about 35 trucks per day, some local, some that deliver in a five-State area.
 - Contact the Department of Transportation, Planning Division, with any questions regarding acceptable truck routes.
- Accessibility:
 - No anticipated impacts.
- Zoning Analysis:
 - The committee advised the applicants to check with the Zoning office to verify how this parking or storage of trailers would be classified. If it is classified as a parking lot, then a Conditional Use Ordinance will be required unless the property is consolidated with the existing warehousing operation adjacent. The applicants are relying on BCZC §7-206.114 Warehousing and Storage as the classification. However, there is a specific requirement for truck parking to be accessory only in the M-1-1 District: “*Truck parking as accessory use only*. The parking of trucks is allowed as an accessory use only (§7-205.c).”

Next Steps:

- Submit two complete paper sets of revised plans and one set in .pdf format for final approval and stamp.

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